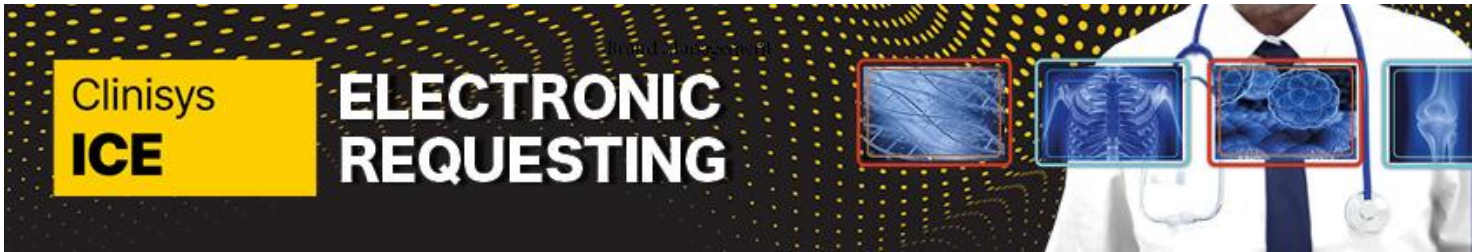
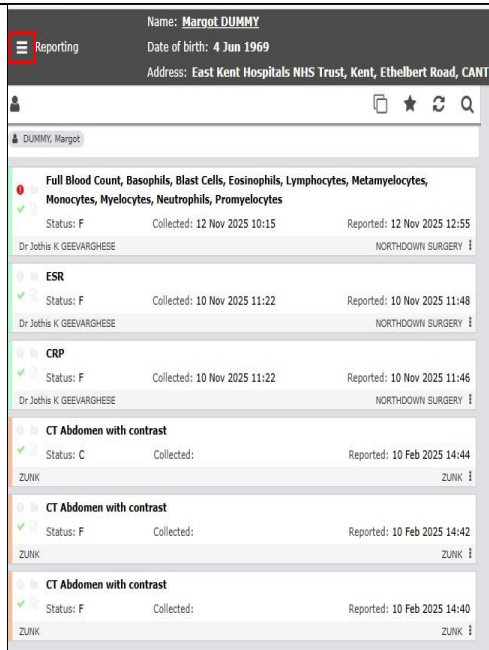


<p>Search and select the patient.</p>	
<p>Navigate to the Investigation tab in EMIS.</p>	
<p>Click on Patient Report List.</p>	
<p>Select Kent and Medway Diagnostics from the pop-up.</p> <p><i>The options available to you may vary depending on your role.</i></p>	

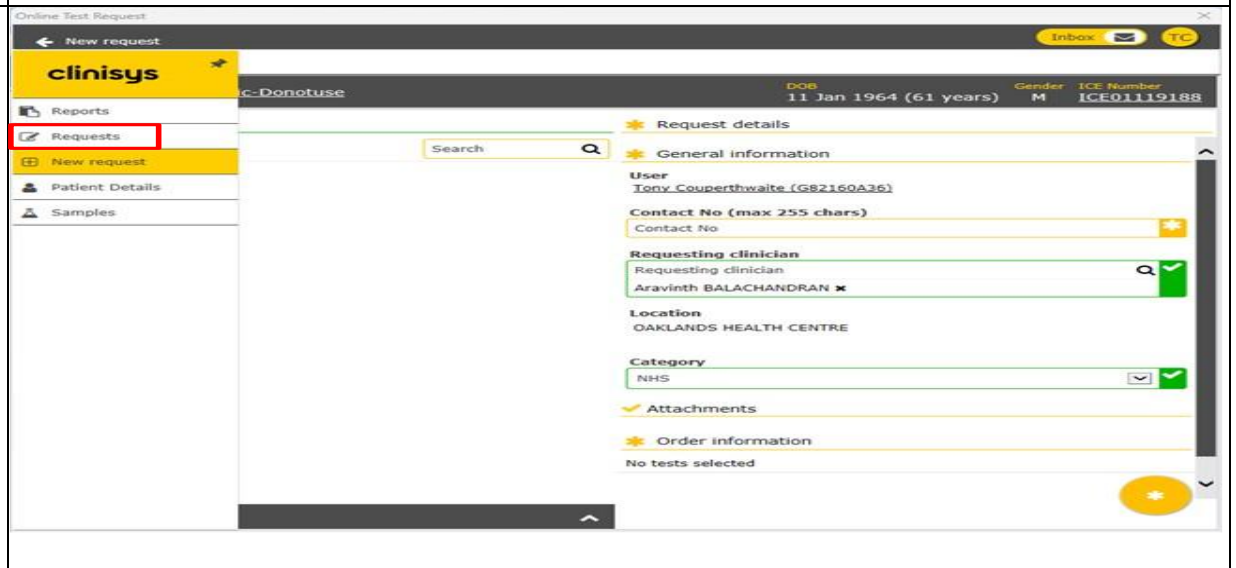


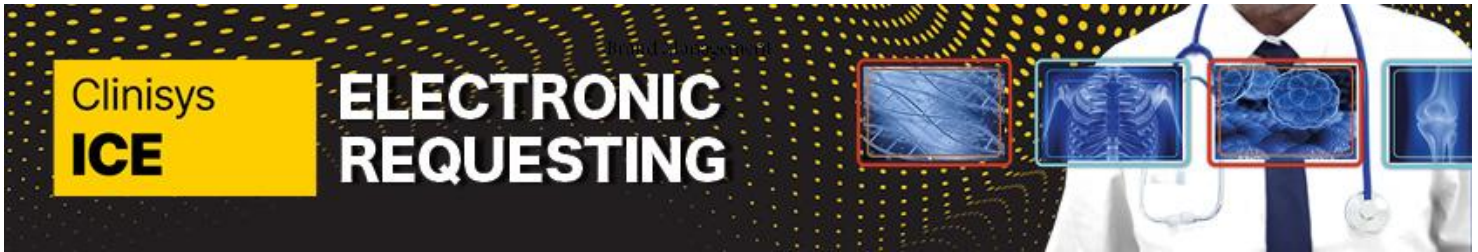
This automatically opens ICE in "Reports" view.

From here, click the hamburger menu as shown.



Then click **Requests** as shown to take you to the "Request List".





Within Requests, locate the request pending collection (at REQ/POS status) and click to select it.

Name: Margot DUMMY
Date of birth: 4 Jun 1969
Address: East Kent Hospitals NHS Trust, Kent, E

Requesting

DUMMY, Margot

- SPC COEL - E_Coeliac profile
Priority: Routine Priority Requested: 20 Nov 2025 15:42
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- REQ CORCA - E_Calcium (Albumin adjusted), EC - E_Electrolytes, Creatinine and EGFR, HBA1CD - E_HbA1c Diagnostic (IFCC), LIPID ...**
Priority: Routine Priority Requested: 20 Nov 2025 15:41
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- SPC VITD - E_Vitamin D
Priority: Routine Priority Requested: 20 Nov 2025 15:36
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- UPRT - E_Urine protein - 24 hr, BJP - E_Bence Jones protein, RUPR - E_Urine Protein - Random
Priority: Routine Priority Requested: 20 Nov 2025 15:04
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- SPC EC - E_Electrolytes, Creatinine and EGFR, LFT - E_Liver function tests (profile), E - E_ESR, FB - E_Full Blood Count
Priority: Routine Priority Requested: 20 Nov 2025 15:03
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- SPC BONE - E_BONE PROFILE, CRP - E_CRP, EC - E_Electrolytes, Creatinine and EGFR, LFT - E_Liver function tests (profile), TFT ...
Priority: Routine Priority Requested: 20 Nov 2025 13:37
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- REQ VITD - E_Vitamin D
Priority: Routine Priority Requested: 20 Nov 2025 13:27
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY
- REQ EC - E_Electrolytes, Creatinine and EGFR, GL - E_Glucose, TFT - E_Thyroid Function FT4 & TSH

This opens the "request" information. You can then select the collection icon as shown.

DUMMY, Margot

♂ DUMMY, Margot 4 Jun 1969 (56 years) M E7749756

SPC COEL - E_Coeliac profile
Priority: Routine Priority Requested: 20 Nov 2025 15:42
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY

♂ DUMMY, Margot 4 Jun 1969 (56 years) M E7749756

REQ CORCA - E_Calcium (Albumin adjusted), EC - E_Electrolytes, Creatinine and EGFR, HBA1CD - E_HbA1c Diagnostic (IFCC), ...
Priority: Routine Priority Requested: 20 Nov 2025 15:41
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY

♂ DUMMY, Margot 4 Jun 1969 (56 years) M E7749756

SPC VITD - E_Vitamin D
Priority: Routine Priority Requested: 20 Nov 2025 15:36
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY

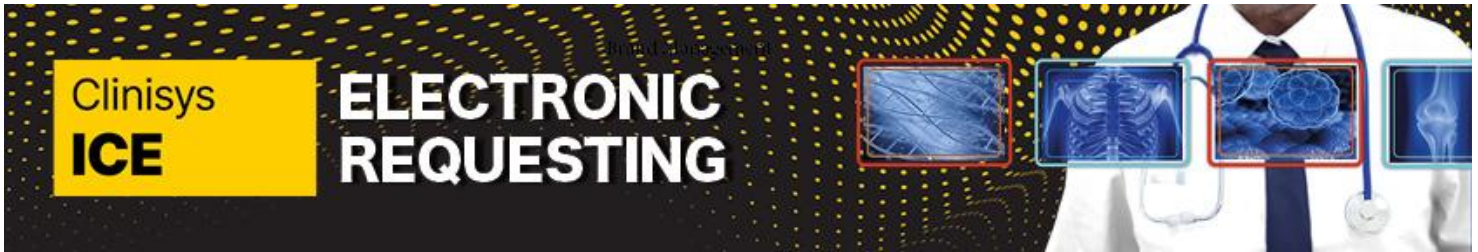
♂ DUMMY, Margot 4 Jun 1969 (56 years) M E7749756

SPC UPRT - E_Urine protein - 24 hr, BJP - E_Bence Jones protein, RUPR - E_Urine Protein - Random
Priority: Routine Priority Requested: 20 Nov 2025 15:04
Dr Jothis K GEEVARGHESE NORTHDOWN SURGERY

♂ DUMMY, Margot 4 Jun 1969 (56 years) M E7749756

EC - E_Electrolytes, Creatinine and EGFR, LFT - E_Liver function

♂ DUMMY, Margot
DOB 4 Jun 1969 (56 years) Gender M Medical Record Number E7749756
Clinician: Dr Jothis K GEEVARGHESE Location: NORTHDOWN SURGERY
APEX BHI Status REQ Request date 20 Nov 2025 15:41
General information
Requested by Melenie Marsh (melenie.marsh)
Contact No 123
Priority
Telephone results No
ICEMail results No
Category NHS
Order number 2197
Investigation(s) requested
CORCA - E_Calcium (Albumin adjusted) (Awaiting collection)
EC - E_Electrolytes, Creatinine and EGFR (Awaiting collection)



This opens the "sample queue", which can be navigated using the vertical scroll bar.

For "Specimen Collection", see QRG_P4: How to Specimen Collect in ICE.

Patient Details:
 Name: DUMMY, Margot
 DOB: 4 Jun 1969 (56 years)
 Gender: M
 Medical Record Number: E7749756
 Clinician: Dr Jothis K GEEVARGHESE
 Location: NORTHDOWN SURGERY
 APEX BHI Status REQ
 Request date: 20 Nov 2025 15:41

General information:
 Requested by: Melenie Marsh (melenie.marsh)
 Contact No: 123
 Priority:
 Telephone results: No
 ICEMail results: No
 Category: NHS
 Order number: 2197

Investigation(s) requested:
 ▶ CORCA - E_Calcium (Albumin adjusted) (Awaiting collection)
 ▶ EC - E_Electrolytes, Creatinine and EGEP (Awaiting collection)

Sample Queue:
 Relevant samples: All Samples
 Required containers:
 1 X 4mL Purple top EDTA Haem (4)
 1 X SST (GOLD) (10)
 Order no: 2197 REQ Routine Priority
 Scheduled collection date: N/A
 Set danger of infection
Collect now
 SST (GOLD)
 Accession number: 300921
 Container volume: 10
 Investigations: CORCA, EC, LIPID, LFT, TFT

For patients with multiple pending orders, toggle to **All Samples** at the top of the screen.

The full sample queue will be displayed, which you can navigate it using the vertical scroll bar.

Sample Queue:
 Relevant samples: All Samples

The rest of the interface (patient details, investigations, and container requirements) is identical to the previous screenshot.